



EAGLE Training Program

Module 8 – Assessment - Agency Self-Assessment

Agency Self-Assessment

In this module, we will:

- Remind you as to what evaluation tools are available and how they can be used to assist in the documentation of the Agency's internal control environment.
- Demonstrate how to load assessment results to the EAGLE SharePoint website.
- Discuss the Agency's responsibility in completing the Self-Assessment Checklist.

Evaluation Tools

- The following evaluation tools were discussed in today's modules:
 - Risk Assessment Template (Module 4)
 - Narrative and Process Flow Templates (Module 6)
 - Walkthrough Template (Module 6)
 - Risk and Control Matrix (RACM) Template (Module 6)
 - 3rd-Party/Agency Service Provider Inventory Template (Module 6)
 - Reliance on the Work of Others Template (Module 6)
 - Testing Templates (Module 7)
 - Issue Summary Template (Module 7)
 - Self-Assessment Checklist (Module 8)

3



Loading of Results

- Each agency is responsible for loading all documentation **as completed**, including the Self-Assessment Checklist, to the EAGLE website (via the Office of the State Controller EAGLE website).
- The Office of the State Controller will aggregate the Self-Assessment Checklist results for the various agencies.
- The Office of the State Controller and the Office of the State Auditor will review the results as part of their independent assessment.

See Handout 1

4



Completing the Self-Assessment Checklist

- Agencies evaluate the steps completed in documenting their internal control environment over financial reporting, i.e.:
 - Has a risk assessment been completed?
 - Have you determined high and moderate risk accounts?
 - Have business processes been formally documented with identified risks and controls (narratives/flowcharts)?
 - Have walkthrough and testing been completed?
 - Have issues been documented and communicated to management?
- Each agency is responsible for completing the Self-Assessment checklist by the 15th of each month.

5



Self-Assessment Checklist

- Ensures completion of required EAGLE Program steps
- Demonstrates consistency in reporting at the agency level
- Provides benchmarks and trending for agency adherence to the EAGLE program on a monthly basis

6



EAGLE SharePoint Website

Demonstration

7



Learning Objectives

In this module, we:

- Reminded you as to what evaluation tools are available and how they can be used to assist in the documentation of the Agency's internal control environment
- Demonstrated how to load results to the EAGLE SharePoint website
- Discussed the Self-Assessment Checklist

8

